TEA: Division of School Improvement and Support

TTIPS: New Quarterly Conference Call Process 2012-13

Focusing on sustainability is a key component of the Texas Title I Priority Schools (TTIPS) Grant.TEA and the Texas Center for District and School Support (TCDSS) strongly believe in the impact that the 90 day strategic planning and quarterly monitoring process can have as part of a sustainable, and systemic transformation of continuous improvement in Texas' schools to significantly increase student achievement.

One step that TEA and TCDSS are taking to support districts in creating an accelerated, sustainable, and systemic transformation in their campuses is to build district capacity by taking an active role in the monitoring process of the TTIPS Grant activities. In order to facilitate a smooth transition of this responsibility to the district and enhance sustainability, TEA will begin to ask the District Shepherd (DS) to take the lead on the quarterly implementation report (QIR) conference call process.

Although the QIR conference call process is changing, the submission of the 90 day action plan and QIR will remain the same.

90 day action plan to TCDSS case manager and TEA program specialist:

- **Cycle 1 (Quarters 1-4)** - DUE: August 15; November 15; February 15; May 15
- **Cycle 2 (Quarters 1-4)** - DUE: August 15; October 17; January 16; April 17

QIR to TEA program specialist and TCDSS case manager:

- **Cycle 1 (Quarters 1-3)** - DUE: November 1; February 1; May 1
- **Cycle 2 (Quarters 1-3)** - DUE: October 3; January 2; April 3

Roles in the QIR Conference Call

1st QIR

- **TEA Program Specialist develops call schedule and agenda for TTIPS Campuses**
- **TEA notifies TCDSS and TTIPS Campus Team via NCLBTTIPS e-mail**
- **TEA facilitates the call with TTIPS Campuses on date scheduled**

2nd QIR

- **TEA Program Specialist develops and notifies all parties of call schedule for TTIPS Campus**
- **TEA provides conference line for QIR call with TTIPS Campuses**
- **DS develops call agenda and facilitates call with TTIPS campus team**
- **DS submits to TEA call notes**

3rd QIR

- **DS develops call schedule and agenda for TTIPS Campuses**
- **DS facilitates call with TTIPS Campuses on date scheduled**
- **DS submit to TEA call notes**
- **TEA and TCDSS will notify the TTIPS Campus of their interest to be included in the QIR call.**

First Quarter District Shepherd Role in QIR Call

1. During the call the District Shepherd observes the process of the call in preparation for 2nd QIR call.
2. TEA will notify the TTIPS campuses that there will be a new QIR call process where the District Shepherd will take the lead.

Second Quarter District Shepherd Role in QIR Call

1. TEA program specialist will develop and notify all parties of call schedule and provide the conference line for QIR call.
2. District Shepherd reviews QIRs from TTIPS Campuses and develops an agenda, using the TEA template for the call, based on previous call outcomes, current needs, or concerns from their TTIPS Campuses. The agenda must be sent one week prior to the call to the following: TEA program specialist, TCDSS case manager, campus principal, and assigned professional service provider (PSP) for the campus and district.
3. District Shepherd facilitates QIR call via conference line.
4. At the end of the call the District Shepherd will remain on the line to debrief with TEA and TCDSS specialist.
5. District Shepherd will submit to TEA program specialist and TCDSS case manager the agenda with appropriate annotations from the call.

Third Quarter District Shepherd Role in QIR Call

1. District Shepherd develops a schedule and facilitates all QIR conference calls in coordination with the TTIPS Campuses and PSP. **District Shepherd will not have to coordinate with TEA/TCDSS unless specifically requested to do so.**
2. District Shepherd reviews QIRs from TTIPS Campuses and develops an agenda, using the TEA template for the call, based on previous call outcomes, current needs, or concerns from their TTIPS Campuses. The agenda must be sent one week prior to the call to the campus principal and assigned professional service provider (PSP) for the campus and district.
3. District Shepherd leads QIR conference call.
4. District Shepherd submits to TEA program specialist and TCDSS case manager the agenda with appropriate annotations from the call, including the names of participants and corresponding positions.
5. TEA and TCDSS will notify the TTIPS campus of their interest to be included in the QIR call. The district or campus PSP may also request the participation of TEA program specialist or TCDSS case manager in the QIR discussion.